



Facilities & Site Operations Information and Resources

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Air Conditioners

Air conditioners (5000-8000 BTU) are permitted for use in Resident rooms. For your safety and for insurance purposes, the I-House Facilities Management Office **must install** all air-conditioning units. Residents are responsible for payment and purchase of their own units. Resident members must pay the associated fees for A/C installation/removal and monthly utility fees.

For installation, please fill out an [online work order](#). The installation and utility charges will then be billed to your account. Installations are usually completed within two business days. All unregistered A/C units will be removed and re-installed properly; the resident member's account will be charged the installation fee and one full month utility fee. For removal, follow the same process. Utility charges will be posted to your account until you request that the unit be removed.

Note: the electrical current at International House is 110 volts.

For more information, contact the Building Operations team at ltoskic@ihouse-nyc.org

Ice Machine

There are (2) ice machines available for supplying free ice for your needs. There is (1) ice machine located within the South Laundry room located on the B level, and (1) located in the North Laundry room located opposite the Fitness Center.

Microwave Oven

A microwave oven for resident use is available on the A-Floor across from the Claremont Reception Desk, on a twenty-four-hour basis. It is a small convenience microwave to heat vending machine items, however it is not available to cook meals in this public place. There is also a microwave oven in the Map Lounge, adjacent to the Main Dining room, which is available to Residents during dining hours. There are also some microwaves located on each of the South Building in the floor lounges. Please be extremely careful and **NEVER** leave your microwave while cooking any products to prevent smoke or fire accidents.

Ordering a Mattress or Cot

Resident members can order a cot or mattress for an overnight guest. A cot is a mattress with a fold up frame. Not all room can accommodate a cot. Please consider this prior to ordering. Both cots and mattresses come complete with linens, blanket, pillow, and towel. On the day the cot or mattress is needed, contact the Riverside Reception Desk at ext. 8441 between 9:00 a.m. and 12:00 Noon. Cots and mattresses are not available at off-hours. Cots and Mattresses are usually delivered in the afternoon to your room. You do not need to be present for the delivery. The number of cots and mattresses is limited and is offered on a first-come first-serve basis. There is a daily fee for this service.

Vending Machines

Vending machines which dispense a variety of snacks, candies and beverages are located in the following areas:

- Claremont Entrance/Exit
- Map Lounge
- Elevator Lobby, G floor of I-House North

The machines are owned and operated by Intelligent Foods. Machines accept cash or credit/debit card. Credit/Debit card users are subject to a nominal surcharge. **For refund or service issues, please call the number listed on the vending machine.**

Community Kitchen

The Resident Community Kitchen is located on the C-Floor of I-House South, however the Resident Kitchen will be closed for renovation until further notice. It is expected to reopen in the Spring of 2023.

Dining Hall Services

The Dining Room is located on the C- Floor, overlooking Claremont Avenue. Dining services at International House are provided by AVI Fresh, a family-owned business. Founded in 1960, AVI has an industry-leading reputation for providing customized hospitality and food service solutions for millions of customers throughout 44 states and Canada.

Check the digital boards for the hours of operation, as they are subject to change.

Learn more at <https://www.aviserves.com/internationalhouse/>

Visit [AVInutriSOURCE.com](https://www.avinutrisource.com) for nutritional information and to connect with our dietitians. They are happy to answer any dietary questions that you may have.

Join us for our different Cultural Holiday Celebration events.

We respect your opinion and enjoy being able to serve you better through your comments and feedback. You will find comment forms in the Dining Room near the condiment stations.

Grab and Go Selections:

- Where you can find freshly crafted fruit cups, desserts, and an array of vegetarian and gluten-free selections. We also offer healthy and refreshing beverages, such as Naked Juices, different flavored Kombucha Teas, and a variety of Hal's Seltzer.

Grill Station:

- made-to-order breakfast items
- made-to-order burgers/sandwiches,
- Burger of the Day
- Chef Specials

Retail Section:

- snacks (protein bars, Hal's chips, variety of nuts, candy bars)
- Daily Essentials- (personal hygiene products, laundry needs, aspirin, 5-hour energy)

Since its beginnings as informal dinners at founders Harry and Florence Edmonds' apartment in the early 1920s, sharing meals has been an essential part of the I-House experience. In this spirit, every Resident Member is charged a Dining Service fee to encourage them to gather in the Dining Room with their Housemates and to reduce I-House's food operations deficit. This is not a full meal plan and is pro-rated according to the length of your stay. It appears as a credit on your membership card. It can only be used in the Dining Room and is non-refundable, so make sure to use the full amount before the end of your stay.

Please note that this aspect of our community life together must be uniformly and consistently applied, and no resident member is exempt from the charge and no refunds or transfers will be made on unused credit.

Please ***do not remove*** Dining Service trays, plate ware and flatware from the Dining Room. We do not have the staff to collect dishes and trays left in areas outside the Dining Room, and such items create unsanitary conditions for all. Theft or appropriation of any property will result in termination of your Resident Membership.

What is Munch Money?

If you would like to put additional credit or "Munch Money" on your dining account, you may do so at the Bursars Office located at the Riverside Reception Desk. Many resident members enjoy this service as it allows them to continue using their card to pay instead of using cash in the Dining Room for each meal. Unlike the mandatory meal charge, all unused additional dining credit is fully refundable upon request.

Mail Room Services

The Mail Room is located next to the Conference Room on the B-Floor of I-House South. Upon your arrival you received a mailbox key. Your room number corresponds to your mailbox number. If you did not receive a mailbox key, please contact the Riverside Front Desk for assistance.

This office is comprised of two full-time staff. Resident members have 24-hour access to their mailboxes. Through this office, resident members can retrieve packages shipped to them. However, these services are provided during Mailroom business hours only. If you have any questions, please speak with a Mailroom representative.

There are signs posted with the Mail Room hours.

Packages

If you receive mail from United Parcel Service (UPS) or other large mail items, the Mail Room will notify you by sending out an email notification. To retrieve your package, you must provide ID when picking up your packages to the Mailroom staff member on duty. Cash on delivery (c.o.d.) packages are your responsibility and cannot be handled by the Mail Room or by any of the Reception Desks.

Stamps

You can purchase domestic and international stamps at the Bursars Office in the Riverside Lobby.

Mail Hold

For a fee, mail and packages can be held for a resident member for up to three months. Any items held by the Mail Room must be picked up by the resident member whose name is on the package.

Mail Forwarding

If you do not leave a forwarding address, I-House will return all mail to sender(s) after your departure.

If you leave a forwarding address, I-House will forward you first- and second-class mail for a **MAXIMUM PERIOD OF 30 DAYS**. First-class mail going to an international address will be returned to sender with the forwarded address information. The original sender will need to affix any additional postage needed to send the package internationally. Only First-class mail, no packages can be forwarded to the forwarding address on record at International House.

You can have your mail forwarded for a longer period than 30 days for a set fee. Please inquire at the Mailroom what the mail forwarding fee is and to sign up for the service.

Under no circumstances can mail be forwarded to another resident member who is currently living in International House.

Fitness Center & Gymnasium

The Frohlich Fitness Center

Location: B-Floor of I-House North across from the laundry room

The Bill Frohlich Fitness Center is a state-of-the-art exercise room. It is fully equipped with treadmills, elliptical trainers, bicycles as well as various weightlifting machines. All resident members are free to use the Fitness Center with an activated membership card.

Registration Requirements

To gain access to the Fitness Center, Resident members must first complete a gym waiver at the Riverside Desk. After reading and signing the waiver, their Membership ID card will be activated with Fitness Center access.

There is no smoking, eating, or drinking (other than water) permitted in the Center. **If you have any questions regarding the Fitness Center, please contact the Facilities office at Facilities@ihouse-nyc.org**

The Frohlich Gymnasium

I-House members may also use the gym on a first-come first-served basis during the designated free times to participate in an impromptu basketball game, volleyball game or other activity with fellow members. Sports equipment such as basketballs, soccer balls, and badminton equipment are available to check out at the Claremont Desk. The Frohlich Gymnasium is located on the 1st floor of I-House South next to the Riverside Front Desk and the Programs Office.

Garbage Disposal

Please be a responsible member of the community. If you share a room or apartment, as a community member you must do your part to keep it clean. Also, help the Facilities Management staff and respect your fellow resident members by keeping the public areas neat and clean.

I-House is a Green organization which practices recycling newspapers, cans, metal, plastic and corrugated cardboard boxes and glass. There are labeled bins for recycling cans, as well as racks for recycling newspapers on every floor in both I-House North and South. There is a recycling station for batteries located at the Claremont Reception Desk.

Metal, Plastic and Glass Bottles and Jugs

Place in the recycling container OR a container labeled for plastic, metal, and glass:

- metal cans
- aluminum foil wrap and trays
- household metal (such as wire hangers, pots and pans, dried-out paint cans with lids removed)
- bulk metal (such as metal furniture and appliances)
- plastic or glass bottles and jugs (return 5¢ deposit containers to the store for refund)
- beverage cartons and drink boxes (milk and juice cartons, juice boxes)

Paper

- Place in containers marked for mixed paper:
- newspapers, magazines, catalogs
- paper, mail, and envelopes
- telephone books and soft-cover books
- paper bags
- smooth cardboard

Corrugated cardboard and cardboard boxes should be flattened and deposited in the garbage room outside the service elevator on the A-Floor behind the passageway between I-House South and I-House North.

Non-Recyclable Garbage

I-House South Non-Recyclable Garbage:

Deposit into the bins in the trash closet on your floor. Please do not throw large amounts of personal garbage in the bathroom garbage cans; use the trash closet bins or take your garbage to the A-Floor garbage room.

I-House North Non-Recyclable Garbage:

Dispose of garbage in the trash closet on your floor. ***Please do not leave trash in the hallways as this is illegal and poses a Life safety risk of blocking exit passageways in case of a building emergency evacuation.***

Wheelchair Access and Special Needs

Entrances and Exits

Wheelchair access ramps are located at the Claremont Entrance/Exit and the North building Entrance/Exit.

Restrooms

The women's bathroom on the 8th floor and the men's bathroom on the 7th floor of I-House South (both on the West side) have wheelchair-accessible bathroom stalls and showers. The showers have handrails and a level threshold. The entrances to both bathrooms also have a level threshold and the doors are equipped with pull lever knobs.

Elevator

Elevator floor call buttons are no more than four feet from the ground so that they can be accessed by persons using wheelchairs. All elevators have warning bells. The floor call buttons are designated in Braille to assist the visually impaired.

Davis Hall

Please remember that people who have difficulty getting to Davis Hall via the stairs can use the East elevators of I-House South to the Second Floor. From the elevator they can enter the Hall of History by going through the Second Floor East Resident Lounge (this needs to be unlocked by the Public Safety Staff, and the time to do so must be anticipated to avoid delays).

I-House South

I-House South is wheelchair accessible on the Claremont Avenue side only. I-House South is not accessible on Riverside Drive.

I-House North

I-House North has a ramp that makes entry on Riverside Drive possible.

Hearing Impairment

There are strobe lights on the smoke detectors in Davis Hall and in the B-Level Music Practice Rooms.

Heating System

In preparation for the cooler temperatures *please contact Facilities* to **remove your window air conditioning units** and make sure your windows are properly shut to prevent cold air infiltration. In **I-House South**, our heating system is what is known as a “**top-down**” system. This means that the 10th floor receives heat first, then the 9th, 8th and so on. Each year in the fall we have some Residents on the upper floors who initially feel too warm while, at the same time some who reside on the lower floors may not feel they are getting enough heat.

There are also times of the year when outside temperatures vary greatly, especially from day to night, and the building has not yet built up the heat it retains during the winter months. The good news is that our historic I- House South building is marvelous at retaining heat in the winter once it is consistently cold outside. In recent years, we have installed a vacuum pump system and replaced many of the pneumatic steam trap valves which should improve heating efficiency and distribution.

House North has a different type of heating system that heats all floors starting with the lower floors up to the upper floors. All rooms tend to be heated more consistently. For the heating system in the North building, we utilize a vacuum pump system as well for improved efficiency.

Heat is supplied to both buildings when the outside air temperature is 55°F or below during the day (6:00 am-10:00 pm) and 50°F or below at night (10:00 pm-6:00 am).

Individuals vary greatly in their preferences for optimal temperatures, and you can regulate the amount of heat you receive in your room by turning the valve on the radiator.

In I-House South most valves are located on the left side. The valve cap is numbered, 1 through 5, with 1 being the lowest setting and 5 being the highest.

In I-House North the radiator covers have a door on top which may be opened to access the valve.

- Turning the valve counterclockwise will open the valve and allow more heat. Turning the valve counter-clockwise will open the valve and allow more heat.
- Turning clockwise will close the valve and shut the heat off. Be careful, the pipes may be hot.
- If you prefer a cooler temperature keep the valve off or nearly off.
- Please conserve energy by not having your radiator fully on for heat and your window open for cool air at the same time.
- Additionally, please close the valve during the day or when away for extended periods to save energy.

If you have a problem opening or closing the radiator valve or have any questions about how to regulate the heat in your room, please contact the Facilities & Site Operations team via an online work ticket.

Work orders should be placed via the [online work ticket system](#).

Laundry Rooms

Location:

B-Floor I-House South, near the Mail Room

B-Floor I-House North, across from the Fitness Center

Hours:

Open 24 hours, daily

Cycle Charges:

- Washers: \$2.75
- Dryers: \$0.85 for 20 minutes. To add more drying minutes, go to your app and load more funds. The machine will deduct \$0.50 for each additional 10 minutes.

The Laundry Room washers and dryers utilize a laundry service app for payment. It is a mobile application suitable for smartphones.

If you already have the app on your phone, credit can be added one of two ways:

- In-person: Use the Smart Card machines located in the laundry room on the B floor of I-House South. Credit can only be added to the Smart Card in \$10 increments.
- Online: Go to www.cscsw.com.
- The washers and dryers in I-House South and North are maintained and serviced by CSC Services, not I-House. For any questions concerning the Laundry Rooms please contact the Assistant Director, Housekeeping at jrojas@ihouse-nyc.org
- For questions about the machines, laundry app and refunds, please visit CSC Service Works at CSCSW.com

Irons may be borrowed from the Claremont Reception Desk during regular hours of operation with your I- House membership card. Ironing boards are in the I-House South Laundry Room. For safety reasons, please iron only in the Laundry Room, NOT in your room. Please do not keep the irons overnight; this causes much inconvenience to fellow resident members and the staff.

Please note: I-House is not responsible for any damage to your clothing. Please check the irons and washing machines/dryers before use.

Music Practice Rooms

There are eight air-conditioned practice rooms which are open from 8 a.m. to 7 a.m. Four practice rooms are located on the C-Floor and four are located on the B-Floor between the Laundry and Bicycle Room. The Music Practice Rooms, as well as several of the public rooms, have pianos for your use and enjoyment.

International House is responsible for the care and maintenance of these fine instruments and your cooperation in adhering to the following guidelines for practice room use is essential to our ability to fulfill this responsibility and offer these pianos for resident use.

Guidelines for the use of Music Practice Rooms:

- **To register to use the practice rooms, Resident members must pay a fee per semester at the Riverside Reception Desk and sign a list of guidelines for use of the practice rooms.** Due to high demand, the music practice rooms are only open to resident and staff members. The fees for usage of these rooms help cover the costs of the Music Practice Rooms and piano maintenance fees.
- Upon presentation of an International House membership card, **Residents may sign up to use the practice rooms at the Claremont Reception Desk.** Reservations may be made after 8:00 a.m. each day for a maximum of three hours per day and reservations may be made for both the current day and the next day.
- Residents may reserve a practice room for themselves only, using their full name (no nicknames or abbreviations, please), written legibly.
- If a resident fails to claim his/her reserved room within the first 15 minutes of the hour the room will be forfeited. The practice room can then be claimed and used by another authorized user for the balance of that hour. If a resident has signed out the room for a block of time and is late for the 1st hour signed out, that resident may reclaim the room at the next hour for which the room was originally reserved.
- If there is a technical or maintenance problem with a piano or one of the practice rooms, please report it immediately to the Programs Office so that the problem can be addressed.
- Public Safety staff routinely check the identification of persons in the music practice rooms, to be sure that they are authorized to use the facilities. Please be prepared to produce your I-House membership card when requested to do so by Public Safety staff.
- Moving the pianos, eating, drinking or smoking in the rooms is strictly prohibited. Please do not place food or drink containers -- mugs, cups, glasses, bottles -- on the instruments even if they are empty. Please be careful with metal objects like keys, metronomes, pens etc. on the instruments because they can scratch the lacquer.
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If you have questions regarding the Music Practice Rooms, contact the Riverside Front Desk.

Pub / Party Space

The Pub is located on the C-Floor of I-House South and provides a vibrant social atmosphere for you to meet friends and fellow resident members or just relax. The Pub Team, along with our colleagues in the Programs Office, plan exciting, fun parties and activities. Enjoy a game of pool, foosball and more – they're free to use! The Pub also has several TVs with surround-sound system.

Please see the digital boards for information on Pub hours of operation.

The Pub's special events can range from pool tournaments to karaoke and jazz nights. A nice, well-lit stage with a very good sound equipment is perfect for individual or band performances.

In the State of New York, you must be 21 years of age or older to drink or purchase alcohol and alcohol cannot be served after 4:00 am. In accordance with this state law, the bartender or other staff may ask you to present proof of your age in the form of a photo identification card with your birth date. Please cooperate when you are asked to show identification.

- Personal alcoholic beverages are prohibited in the Pub and Pub Lounge.
- Please see our [Alcohol and Illegal Drug Policy](#)
- In accordance with NYC laws and [I-House policy](#), smoking is not permitted in the Pub

Storage

International House does not have enough storage space to accommodate the removal of any furniture from resident rooms. This must be taken into consideration if you are planning on putting additional furniture in your room. Each resident is accountable for the furniture on the Room Inventory Sheet upon departure. A charge will be posted to the resident's account for any furniture found missing. New York's Fire Department requires that no items can be placed in public hallways, corridors or stairways. In the event of a fire or other emergency, such items may block a means of egress and cause a hazardous condition. This rule is actively enforced by the Fire Department and International House must comply. Thus, for the safety of our community and its members, we will treat any items left in hallways, corridors or stairways as discarded and treat them accordingly.

International House South Storage

International House has limited space for storage of suitcases and boxes. As space is particularly limited in resident rooms in the South building, storage space may be available for South Building residents, on a first-come first- served basis. Please contact the Public Safety team via the Claremont Reception desk for availability.

Facilities Work Orders

For all repairs to your residential space, fill out an [online work order request](#). At least one-third of all repairs are due to clogged shower and sink drains. To help us avoid unnecessary repairs, please do not dispose of any objects or sanitary napkins in sinks or toilets.

Additional Information

Digital Boards

There are numerous video display monitors throughout both the North and South Buildings that display Programming events, as well as Facilities and Public Safety notices and announcements on upcoming events, notices and announcements.

Cleaning Your Residential Space

It is your responsibility to clean your residential space. Vacuums, brooms and a sweeper are available at the North and Claremont Reception Desks during their hours of operation. Other cleaning materials must be purchased. Please do not sweep dirt from your room into the hallway.

Candles & Open Flames

For safety reasons, the use of candles & incense, or any open flame, is **strictly prohibited** in resident member rooms, lounges and other common residential areas. Violations may result in termination of your resident membership.

Common Areas on Floors

Furnishings and Decor

Most resident floors of I-House South include a floor lounge. These spaces provide modest furnishings, workspace and a sink. They may be used for studying or working, or as a site for floor gatherings. Refrigerators and heating or cooking appliances are not permitted. Do not leave unwanted clothes and furniture in floor lounges. Floor decorations are the responsibility of the assigned Resident Fellow. Each apartment suite in I-House North includes a modestly furnished common area for residents to share. Residents are not permitted to convert these spaces into an extra bedroom.

Resident room doors and/or hallway walls should not be adorned with photographs, clippings or other decorations. Postings can result in paint damage and subsequent charges for damage.

Due to lack of storage space, you are not permitted to remove furnishings or other International House property from your residential space.

For health and hygienic reasons, resident members are not permitted to bring any of the following into their residential space: mattress, bed, couch, sofa bed, futon, upholstered armchair, recliner, ottoman, any second- hand furniture whatsoever or other bulky furniture. Exceptions for medical reasons only may be made on a case-by-case basis, which require prior written approval of Facilities Management, upon submission of a valid letter or prescription from a medical doctor specifying medical need.

Commercial Activities

Because of International House's not-for-profit charter, no commercial or business activities may be conducted by residents from their International House rooms, apartments or public areas.

Cooking

For reasons of fire safety, it is a violation of city fire ordinances to cook in I-House rooms, except in those apartments with kitchens (this includes use of microwave ovens, electric coffee pots, hot pots and hot plates). Cooking in I-House South is permitted only in the Community Kitchen. There are also microwaves designated for resident use on the A-level, Claremont Lobby and the Map Lounge.

Damage to the Facilities

Normal wear and use of room furnishings are assumed, but abuse or neglect is not.

Any damage to your room or its furnishings such as burns, nail holes, blemishes made by solvents, stickers or tape must be repaired or replaced. The cost will be charged to your account. Where more than one resident occupies the same suite or apartment, and responsibility for damages cannot be ascertained, the cost of repair or replacement will be assessed equally among the resident members of the suite or apartment.

International House keeps an inventory of all furnishings provided in resident member rooms and public spaces. Upon arrival you will receive an inventory sheet for your room. Please complete it and return it to the Facilities Management Office. If you wish to hang anything on the walls, use only coarse, non-transparent masking tape. Room furniture cannot be stored. There are no exceptions to this requirement because we simply do not have storage space.

Property Insurance

International House is not responsible for loss, theft or damage to any personal belongings. For example, if a pipe should burst in your residential space and some of your belongings were damaged due to a resulting flood, you would be personally responsible for the cost of repairing or replacing your belongings, not International House. For this reason, many residents choose to purchase what is called personal property insurance. This type of insurance covers loss, theft and damage to your personal belongings and is well worth the relatively low cost.

Energy and Water Conservation

Water and electricity are very expensive in New York City and the energy and water bills for our buildings are very high. Please help us conserve energy and keep resident membership fees as low as possible by remembering to:

- turn off all lights and appliances in any room that is not being used
- in the winter, turn off the radiator heaters before opening windows
- turn off water faucets completely
- report any water leaks to the Facilities Management Office immediately

By reducing water and energy consumption we will keep the costs, and your fees reasonable.

Keys and Locks

Resident members are responsible for maintaining the security of their rooms, and for safeguarding their room keys or key cards. Resident members are required to have their room keys or cards on their person when outside of their locked rooms. Generally, except for emergency situations, staff is not available to routinely unlock and lock resident rooms.

In an emergency, at the request of a resident member, and contingent upon staff availability, the on-duty Public Safety officer may unlock or lock a resident member's room. Due to the demands on our limited staff resources, the requesting resident member will be charged a fee for the unlocking or locking of the room. This fee shall be added to the balance of the resident's I-House account. The Public Safety officer may, at his/her discretion, waive the fee in the case of exigent circumstances. A resident member requesting that a room be unlocked will be required to provide an I-House membership card, or other government issued photo identification, to satisfactorily identify himself/herself as the occupant of the room.

If you lose your keys, immediately notify the Riverside Reception Desk during their open hours, so that arrangements for new keys can be made as soon as possible. At all other times notify Public Safety. Resident members are not permitted to tamper with or change door locks, duplicate keys, or transfer keys or key cards. Keys in the possession of anyone other than a resident member or registered guest will be confiscated.

New York City Code

It is a violation of New York City law to place anything on the ledges outside your window or on the fire escapes, or to throw anything out of the windows or off the terraces. In addition, bicycles, strollers, carriages, or other objects may not be left in hallways.

Pets

Pets are not permitted in International House. Exceptions, including service animals, if any, must be reviewed in advance by the Admissions Committee following the [Disability Accommodations Policy](#).

Public Property

Public property such as lounge furniture is for common use and must remain in public spaces.

Quiet Hours

Quiet hours are from 11 p.m. until 9 a.m. and apply to the entire community. Any loud or disruptive noise such as but not limited to talking or singing, abruptly closing your doors, radios, stereos, televisions and hard-soled shoes can easily disturb your neighbors. Please be considerate of others during quiet hours.

Repairs & Maintenance

For all repairs to your residential space, fill out an online work order request. At least one-third of all repairs are due to clogged shower and sink drains. To help us avoid unnecessary repairs, please do not dispose of any objects or sanitary napkins in sinks or toilets. It is your responsibility to routinely clean out your sink, shower or tub drains to prevent blockages.

Resident Room Entry

I- House reserves the right to enter your room for the purposes of health, safety, and maintenance. It is the policy for staff to knock and provide a reasonable time for the resident member inside to respond. If it is necessary to enter your room when you are not there, we will leave a note explaining when and why we entered.

Smoke Detectors and Carbon Monoxide Detectors

New York City Local Law 16 requires that all designated areas be equipped with a code compliant smoke and carbon monoxide detector. If your detector makes a continuous "chirping" sound, it means that the battery in the detector is low. If this happens, it is your responsibility to email the Manager, Building Operations Office at itoskic@ihouse-nyc.org and request them to replace it for you. Please note that it is against the law to remove or tamper with any detectors.

Vermin Control

Our facility has an inspection and control program in place. If you notice a problem promptly submit an online work order request. A technician will be scheduled to treat the area. Of course, uncovered food, unwashed dishes, and trash attract unwanted guests. A clean environment is the best way to control pests and it is your responsibility to keep your personal and communal spaces clean at all times.

Departing I House

When preparing to depart International House, please follow the information found on the [Departure Information](#) webpage.

After you have left, the Facilities staff will evaluate the condition and cleanliness of your room. If you do not leave your room clean or if there is damage that is clearly beyond normal wear and tear, the Facilities staff will inform the Riverside Reception Desk of any damage and/or cleaning fees to be charged.

Fee Schedule

Air Conditioning

- Installation and Removal Fee (one-time charge): \$55.
- Monthly Utility Fee: North Building, \$80; South Building, \$60

Resident Kitchen

- Per semester \$60

Mail Service

- Mail forwarding or mail hold \$50 per request

Sleeping Cot Rental

- \$25 per night

Music Practice Rooms

- \$75 per semester

Overnight Guest Fee \$30 (after 6 free nights/month)

Resident Deposit (refundable after departure)

- Deposit amounts are typically one month's room cost. Please consult with the Bursars Team as to your specific deposit.

Additional Resident Fees

- Late payment \$30
- Late registration \$30
- Room lock change (at the Resident's request) \$40
- Room lock-out fee \$7
- I-House ID card replacement \$30
- Returned Check \$35

Storage Fees

- North Building Storage \$80 per month. \$100 security deposit.

All fees subject to change.

I-House Departments

The President's Office is responsible to the Board of Trustees for the overall administration of International House and coordinates the work of the Board and its committees. The Director of Organizational Development & Human Resources oversees the administration of personnel-related policies and procedures.

Location: I-House South, First Floor

The Admissions & Financial Aid Office corresponds with applicants for resident membership, reviews applications for admission, makes room assignments and maintains Resident records. The Admissions Office also administers the scholarship programs, verifies eligibility of every resident member each semester at registration.

Location: I-House South, First Floor

The Development and Alumni Relations Office connects the Alumni community, coordinates special events, and secures private gifts and grants to support programs, scholarships, major improvements and special projects.

Location: I-House South, Riverside Entrance Mezzanine level

The Facilities Management & Site Operations Office is responsible for maintaining all physical aspects of the buildings, including repairs and maintenance, engineering, construction and housekeeping.

Location: I-House South, A-Floor

The Finance Office manages all accounting and finance matters, produces financial statements, works with our auditors and insures the timely fulfillment of all payments and receivables.

Location: I-House-South, C-Floor. The Bursar Office is located by the Riverside Entrance.

The Programs & Resident Life Office develops and administers a wide range of educational, cultural and recreational programs, including visits by guest speakers, performances, social activities and trips. The office also oversees Program Fellows and Resident Support Services, including the disciplinary process for policy violations.

Location: I-House South, First Floor

Public Safety & Reception Services oversees all aspects of security, safety, risk management and the administration of the Claremont Reception desk.

Location: Public Safety Office is in I-House South, A Floor, directly across from the Claremont Lobby Desk.

Hours: A Public Safety Officer can be contacted 24 hours a day.

- From any in-House phone ext. 5555
- Claremont Reception Desk ext. 8448
- House Manager's Office ext. 8487
- New York City Police Department, dial 911

Public Spaces

Abby O'Neill Patio

Adjacent to Sakura Park, the Abby O'Neill Patio is one of the most attractive settings at I-House. Fronted by a wrought-iron fence and shaded by mature elm trees, the Patio is the site of many gatherings and activities in the spring, summer and early fall. Four season furniture is always located on the Patio for resident, staff and guest enjoyment. The patio is accessible throughout the day from Riverside Drive and Claremont Avenue, and for special programs only, may be entered from the Main Lounge.

Davis Hall

Davis Hall is located on the second floor of I-House South and features a New England-style interior with windows on the sides, a performance stage with lighting and sound booth, hardwood floors, a crystal chandelier, and a decorative skylight. Davis Hall seats 250 people banquet style or 350 theater style on the main floor with an additional 225 seats in the balcony. The Hall offers a full proscenium stage that is wheelchair accessible via a detachable ramp and has three dressing rooms. Each academic year, I-House will hold several Sunday Suppers and a wide variety of programming in Davis Hall.

Cleveland E. Dodge Room

The Dodge Room is located off the east end of the Main Lounge and is intended for study, small group activities and program events. Seminars and/or meetings are held during the day from time to time and occasional receptions, dinners and programs are also held here. At such times this area may be unavailable to resident members. To preserve this recently refurbished room, the consumption of food is restricted to scheduled programmatic events and only beverages in spill-proof containers with screw-top or push-top lids, such as water bottles or thermos bottles, are permitted.

Gymnasium

The entrance to the Frohlich Gymnasium is near the Riverside Reception Desk in I-House South. Equipment for basketball, soccer, and volleyball may be obtained at the Claremont Reception Desk. Floor hockey equipment is stored in the gym closet. This equipment is for resident member use and may be used in I-House only. The Gym schedule is posted on the door of the Gym.

Hall of History

The Hall of History is a beautiful space curated with archive materials from our rich history here at International House. It serves as a lovely gathering space for events in conjunction with Davis Hall.

Hirschfeld Map Lounge

The Hirschfeld Map Lounge is located outside the Dining Room on the C-floor. It serves as a common meeting and dining space for resident members. It is often used as a study area, where resident members use laptops and have wireless Internet access. It is named in memory of Phyllis Duskin Hirschfeld, a longtime supporter of I-House and Board member from 1961-2006.

Home Room

The Home Room, also referred to as The Edmonds Room, overlooks Riverside Drive and is decorated with paintings and Chinese tapestries. With a grand piano this room is suitable for recitals, rehearsals, receptions and seminars and is also used as a quiet meeting space and or guest speaker events.

HR Commons

HR Commons is a multi-purpose space located on the C-floor designed to promote community interaction. It may be used for meetings, conversation, ice cream socials, reading and study. The space was named to honor longtime I-House Trustee Herman "HR" Rottenberg for his many years of service to the I-House community.

Main Lounge

The Main Lounge, located on the first floor of I-House South, is a large open space with comfortable seating for small casual gatherings. It is also used on special occasions for receptions, orientation events and speaking engagements. The Main Lounge has doors leading to the Abby O'Neill Patio that are opened during the summer months for special occasions.

Soros Room

The Soros Room, named in honor of I-House Alumni Paul and Daisy Soros '51, is located at the west end of the Main Lounge. This room was refurbished through the Soroses' generosity and contains a set of historic Swiss-made wall panels, Zuber's "Scenes of America," originally installed in 1924. This room is used for small receptions and private meetings and is accessible only by special arrangement.

Study Center

The Study Center is on the C-floor of I-House South and is open 24 hours a day and is designated for quiet study. There is a Computer Lab, as well as a private conference room, with smartboard technology available for your use.

Terraces

There are terraces off both the east and west sides of the 9th floor of I-House South. Residents are invited to use the terraces for their pleasure. It is expected that anyone using them will not disturb other residents with loud music or noise and will keep the area clean. Furniture, parties, barbecues or throwing anything off the terraces are strictly prohibited. **House quiet hours are 11pm - 9 am.**

TV Lounge & Game Room

There is a TV Lounge for community use on the C-floor next to the Pub. It has cable TV, wireless internet and comfortable seating, and serves as a multi-functional space with a pool table, foosball table, and darts. Television viewing is on a first-come, first served basis.